

SENIOR ACCOUNTANT

POSITION SUMMARY: This is a technical and professional position responsible for performing a variety of general and complex accounting work. This position is responsible for directing the annual audit and/or budget process and for the coordination and completion of annual filings and compliance related to federal, state, and local legislation and regulations. Additional areas of responsibility may include accounts payable, accounts receivable, payroll, grants, general ledger, financial statements and cash reporting, bonding, and debt management. Work involves the use of reasoned judgment and specialized knowledge of generally accepted accounting procedures and practices. This position is responsible for providing staff support and for acting as a mentor, role model, and trainer for accounting staff and may assist in the supervision of Finance Department operations. Acting as a liaison to various boards and commissions may be required of the position.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the finance director or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Works cooperatively with the finance director, departmental staff, boards and commissions, and others to establish priorities, develop plans and goals, coordinate activities, and implement projects. May serve as lead person on projects and committees; may serve as a liaison to committees, boards, and commissions. Attends meetings as necessary.
2. Facilitates and leads the audit and/or budget processes. Serves as liaison between the auditors, finance director, city manager, city staff, and others.
3. Advises finance director and staff of and implements required Governmental Accounting Standards Board pronouncements, Government Finance Officers Association recommended practices, and other legislation and regulations to ensure compliance with necessary state and federal regulations.
4. Conducts research, analyzes data, identifies trends, and prepares and submits a variety of general and complex city, state, and federal reports and statements, including the Comprehensive Annual Financial Report and City budget.
5. Completes accounting work in such areas as audit, accounts payable, accounts receivable, bonds, debt management, budget, general ledger, grants, payroll, and tax. Reviews records to ensure proper recording of transactions and compliance with the operating budget, applicable rules, regulations, and laws.
6. Monitors and ensures financial processes, procedures, and policies are followed by all departments. Identifies, recommends, and implements efficiencies and improvements.
7. Researches, recommends, implements, and trains staff on new software programs and upgrades to existing programs and technologies. Completes cost-benefit analysis as appropriate.
8. Completes special projects and makes presentations. Develops bids and requests for

proposals and contracts and oversees service providers as necessary, including auditors, third party administrators, and consultants.

9. Serves as lead person and trainer in the department. Responsible for training staff from other City departments on use of financial systems and processes.
10. Receives, investigates, and addresses inquiries and complaints made by citizens, businesses, or other personnel. Follows up on corrective actions and ensures that replies are provided.
11. Maintains confidential records and processes and transmits information that requires a high degree of discretion and judgment.
12. Keeps abreast of new developments in the field and current issues through regulatory reports, continued education, and professional growth.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in accounting, finance, or a related field and five years professional accounting experience, preferably in the government sector. A master's degree or Certified Public Accountant (CPA) license is preferred.
- B. May be required to obtain and maintain the Certified Government Financial Manager certification or equivalent within one year. Able to obtain and maintain additional accounting certifications as necessary.
- C. Considerable knowledge of and demonstrated proficiency in generally accepted accounting principles; demonstrated ability to think strategically and learn about diverse City operations and processes.
- D. Able to lead the City's annual budget and audit processes. Demonstrated ability to present information effectively.
- E. Demonstrated ability to gather and analyze data, prepare and maintain accurate and timely reports, charts, statistical analyses, memoranda, and letters. Able to communicate information effectively both in written and verbal manner to varied audiences.
- F. Able to develop and implement new and improved accounting procedures and financial controls and to write supporting policies.
- G. Has established effective and cooperative working relationships and uses tact, good judgment, and resourcefulness when working with supervisors and other staff, the public, volunteers, and other governmental agencies.
- H. Possess excellent organizational skills and problem solving ability. Understands the larger perspective and goals of the organization and possesses skill in organizing schedules and coordinating associated resources.

- I. Able to read and interpret contracts, grants, legislation, and regulations and to implement changes as necessary for compliance.
- J. Proficient in the use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary. Extensive knowledge of Excel and other Microsoft Office programs.
- K. Demonstrated ability to work effectively within deadlines, under stress, and with changing work priorities.
- L. Works well with a team and with minimal supervision. Possesses self-supervising attributes and a positive, congenial attitude. Demonstrates ability to exercise independent judgment and discretion and is able to handle sensitive matters.
- M. Able to train and mentor employees and review work for accuracy.
- N. Fully proficient in all aspects of the accountant position.
- O. Able to travel to various locations both in and out of state to receive additional training as deemed necessary.
- P. Possess a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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